Appointment

To: Singletary, DeAndre [Singletary.DeAndre@epa.gov]; Gulliford, Jim [gulliford.jim@epa.gov]; Chu, Ed

[Chu.Ed@epa.gov]; Cacho, Julia [Cacho.Julia@epa.gov]; Singletary, DeAndre [Singletary.DeAndre@epa.gov]; Gulliford, Jim [gulliford.jim@epa.gov]; Chu, Ed [Chu.Ed@epa.gov]; Casburn, Tracey [casburn.tracey@epa.gov]

CC: Smith, John [Smith.John@epa.gov]

Subject: Bi-Weekly Discussion - LCRD **Location**: R7-RO2.B-C32-65/R7-RO

Start: 9/3/2020 2:00:00 PM **End**: 9/3/2020 2:30:00 PM

Show Time As: Busy

Recurrence: (none)

Required Singletary, DeAndre; Gulliford, Jim; Chu, Ed; Tracey Casburn

Attendees:

Deputies are welcome to attend.

Bi-Weeklies - Standard Discussion Topics

- 1. What are your Division's top priorities for the next 2-4 weeks and what are their current status/milestones?
- 2. Are there any projects/sites/issues that have new risks or challenges?
- 3. Is there anywhere we are falling behind regionally or nationally (e.g. timelines, milestones, programmatic targets, or national competitions)?
- 4. What issues/andons are you seeing from your Division's ELMS visual management tools and what is your strategy for addressing them?

Here is the direct link to the tracker itself:

https://usepa.sharepoint.com/sites/R7_Work/seniorstaff/Other%20Documents/Forms/AllItems.aspx